

Adopted: September 2001, Revised: _____**Class Title: Assistant Director of Utilities****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Assists in the management of the maintenance and operations division of the department including water production, water quality, water distribution and wastewater. Coordinates internal I.T. staff with the department of Information Technology. Coordinates wholesale contracts and customer service activities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Provides leadership to the department by coordinating field operations, the I.T. staff, developing and implementing new regulations, ensuring operations are in compliance with regulations, and providing the staff guidance and opportunities for growth.
2	S	Coordinates wholesale contract implementation by acting as a liaison between the director and the customer, developing the contract, providing customer assistance, completing any other necessary activities.
3	S	Contributes to budget planning by assisting other divisions in the planning and development, and supporting rate making and bond activities.
4	M	Manages facility design and construction by coordinating staff input with the engineering division on the system or facility design and construction activities, and leading construction management for operational facility construction.
5	L	Participates in emergency planning by coordinating emergency responses, and directing recovery operations and emergency repairs when necessary.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience in a managerial position.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read complex construction plans, federal and state regulations, technical publications and reports, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic geometry.
Writing	Work requires the ability to write reports, memorandum, business letters, and correspondence.
Managerial	Managerial responsibilities include organizing budgetary operations, developing constructible designs, implementing new programs within the department, and managing various customer service operations.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Facility inspections, construction review, onsite visits
Sitting	F	Desk work, meetings, driving
Walking	F	Facility inspections, construction review, onsite visits
Lifting	O	Files, records, reports
Carrying	O	Files, records, reports
Pushing/Pulling	O	Files, records, reports
Reaching	O	Files, records, reports
Handling	O	Files, records, reports
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	R	File, records, report retrieval, construction review, facility inspections
Crouching	R	File, records, report retrieval, construction review, facility inspections
Crawling	N	
Bending	O	File, records, report retrieval, construction review, facility inspections
Twisting	O	File, records, report retrieval, construction review, facility inspections
Climbing	O	Construction review, facility inspections
Balancing	R	Construction review, facility inspections
Vision	C	Construction review, facility inspections, computer, desk work, driving
Hearing	C	Communicating with personnel and general public, meetings
Talking	C	Communicating with personnel and general public, meetings
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, telephone, vehicle, computer, printer, standard Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	M	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	M	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	M	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	X
Physical Danger or Abuse	M				
Other (see 1 below)	N				

(1)

(2) Other facilities

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety shoes, and eye protection

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)